NONPROFIT PARTNERS

A subsidiary of the Community Foundation for the Alleghenies

ON-SITE PAYMENTS

Nonprofit Partners uses Square, a mobile app that makes it easy for anyone to process credit card payments on-site. Partners use their own phone or tablet, along with a Square reader that plugs directly into the device. Event-goers simply swipe their card and sign on the touch screen to make their payment and can even input their email address to receive an instant confirmation receipt. Funds raised are transferred directly to an NP bank account and then entered into your fund following your event.

Connect with NP Staff

- Complete the online Event Notification Form on the Nonprofit Partners website at nonprofit-partners.org/forms-documents.
- You will need to purchase a Square Reader. Readers cost around $10 each. This expense can be reimbursed from your fund. If you contact our staff with enough notice before your event, our staff can purchase the reader and have it delivered to you.
- You will be provided a device code to use after you download the app.

Set Up the Device

- Download the Square Point of Sale app on your phone or tablet.
- When you first open the app, it will ask you to login – ignore this. Instead, click the button in the top right corner that says "Use Device Code Instead."
- Enter the code that was provided to you.
- Now your device is connected to NP's Square account. All the money that you bring in will be tied to your unique code, which will ensure we can accurately track your money and credit it to your fund.
- Make sure that you complete this process within 48 hours of receiving the code. If you miss this deadline, let us know so we can reset it prior to your event.
- Also, please keep in mind that the code only works once, so the device you activate it on is the device you need to use throughout the event for payment.

Processing Credit Card Payments at Your Event

- Open the Square Point of Sale app on your phone or tablet.

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- Plug the card reader into the appropriate port on your device.
- Enter the amount and item description for your payment.
- Swipe quickly making sure the black magnetic strip is facing the thick end of the reader.
- Once you see the signature screen, have the customer sign with their finger.
- Tap "Continue" and input the customer's phone number or email address to deliver receipt.
- You will see a final confirmation screen after a payment is complete.